

## **Automated Communications Exchange System ACES Release Notes – February 28, 2005**

On Monday, February 28, 2005, a new release of ACES was implemented containing the ACES Payroll Edits. The ACES Payroll Edits will validate the records contained in the payroll file for accuracy according to CalPERS payroll reporting requirements. Invalid records identified by ACES are returned to the employer via the internet allowing on-line correction capability.

The following is a list of changes that will be reflected in ACES on Tuesday, March 1, 2005:

### **Payroll File Transfer folder**

Access to this folder was automatically granted to ACES users having the File Transfer folder displayed in the navigation menu when logged into the system. The folder contains five options:

- Transmit File – to transmit the payroll file to CalPERS
- View/Manage Errors – to view and correct invalid records identified by ACES and retransmit the file to CalPERS to complete processing of the payroll data
- View Totals – to view contribution totals calculated based on the data contained on the successfully transmitted payroll file
- Cancel Transmission – to cancel a payroll file previously transmitted to CalPERS
- History – to view the events and status of a payroll file transmitted to CalPERS

For more information, refer to the updated section of the ACES User Guide labeled Submitting Payroll.

### **Health/Membership File Transfer folder**

The folder in the navigation menu previously labeled File Transfer has been changed to Health/Membership File Transfer. The Health/Membership File Transfer folder allows ACES users to transmit files containing membership and/or health benefit information.

## **Participant Inquiry**

Access to Participant Inquiry was automatically granted to those ACES users receiving the Payroll File transfer folder. Participant Inquiry allows ACES users to view CalPERS membership and/or health benefit information associated with their employees.

Participant Inquiry will be a valuable tool when researching errors resulting from payroll data submitted not matching the CalPERS membership database. Error messages falling into this category include:

- Appointment not found
- Last and first name/SSN mismatch
- Invalid coverage group

For more information, refer to the Participant Inquiry section of the ACES User Guide.

## **Common Error Messages and Possible Resolutions**

To assist ACES users with resolving errors associated with invalid records, we have created a spreadsheet of the common messages and possible resolutions. These steps will provide some direction when researching the possible cause of the invalid records. The spreadsheet is located in the Payroll File Transfer section of the ACES User Guide.

For more information regarding the ACES Payroll Edits process and the existing edit checks, please refer to circular letter posted on the CalPERS Web site:

[www.calpers.ca.gov](http://www.calpers.ca.gov).

To view the Circular Letter, follow this path starting from the Employer view:

- Circular Letters
- Archived Circular Letters
- Year 2004
- 200-198-04

If you encounter any problems or have any questions regarding ACES or these Release Notes, contact the Employer Contact Center at (888) CalPERS (225-7377).